

APPROVED FOR RELEASE DATE:  
12-Nov-2008

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~~SECRET~~  
(When Filled In)

## FITNESS REPORT

EMPLOYEE SERIAL NUMBER

### SECTION A

### GENERAL

1. NAME (Last) (First) (Middle) <b>CARANCI, John C.</b>	2. DATE OF BIRTH <b>7/2/22</b>	3. SEX <b>M</b>	4. GRADE <b>GS-11</b>	5. SD <b></b>
6. OFFICIAL POSITION TITLE <b>D&amp;E Tech</b>	7. OFF/DIV/BR OF ASSIGNMENT <b></b>	8. CURRENT STATION <b></b>		
9. CHECK (X) TYPE OF APPOINTMENT <input checked="" type="checkbox"/> CAREER <input type="checkbox"/> RESERVE <input type="checkbox"/> TEMPORARY		10. CHECK (X) TYPE OF REPORT <input type="checkbox"/> INITIAL <input type="checkbox"/> REASSIGNMENT SUPERVISOR <input type="checkbox"/> CAREER-PROVISIONAL (See instructions - Section C) <input type="checkbox"/> ANNUAL <input checked="" type="checkbox"/> REASSIGNMENT EMPLOYEE <input type="checkbox"/> SPECIAL (Specify): <input type="checkbox"/> SPECIAL (Specify):		
11. DATE REPORT DUE IN O.P.		12. REPORTING PERIOD (From- to-) <b>31 July 1968 - 23 April 1969</b>		

### SECTION B

### PERFORMANCE EVALUATION

- W - Weak** Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category requires positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.
- A - Adequate** Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.
- P - Proficient** Performance is more than satisfactory. Desired results are being produced in a proficient manner.
- S - Strong** Performance is characterized by exceptional proficiency.
- O - Outstanding** Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.

### SPECIFIC DUTIES

List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).

SPECIFIC DUTY NO. 1 Technical and administrative supervision of <b></b> during absence of supervisor.	RATING LETTER <b>P</b>
SPECIFIC DUTY NO. 2 Writing instructions in the form of cables, dispatches and reports to inform users <b></b>	RATING LETTER <b>P</b>
SPECIFIC DUTY NO. 3 <b></b>	RATING LETTER <b>S</b>
SPECIFIC DUTY NO. 4 <b></b>	RATING LETTER <b>S</b>
SPECIFIC DUTY NO. 5 Supervision of local <b></b> contractors.	RATING LETTER <b>S</b>
SPECIFIC DUTY NO. 6 <b></b>	RATING LETTER <b>S</b>

### OVERALL PERFORMANCE IN CURRENT POSITION

Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.

RATING LETTER  
**S**

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(When Filled In)

**SECTION C**

**NARRATIVE COMMENTS**

Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section B to provide basis for determining future personnel action. Manner of performance of managerial or supervisory duties must be described, if applicable.

Subject's general attitude and willingness to accept supervisory responsibilities during the first part of this reporting period was not effective. This, in part, was attributable to his medical problems, but he was gradually accepting more and more responsibilities as a supervisor. This change in attitude increased his effectiveness and rapport with other operating branches of [ ]

Writing associated with his duties was his weak point, but with continued exposure I expected him to overcome this deficiency.

He has demonstrated a high degree of cost consciousness when negotiating with local contractors and in the determination if an item is economically repairable.

Subject's contribution to our mission and operational continuity with respect to [ ] will be hard to replace. No training is recommended at this time.

**SECTION D**

**CERTIFICATION AND COMMENTS**

**1. BY EMPLOYEE**

I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT

DATE	SIGNATURE OF EMPLOYEE
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**2. BY SUPERVISOR**

MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION
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9 months

Subject departed Station on medical evacuation.

DATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE
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23 Apr 69

C/ [ ]

/s/ [ ]

**3. BY REVIEWING OFFICIAL**

COMMENTS OF REVIEWING OFFICIAL Subject has consistently demonstrated an unusual degree of imagination and quality workmanship in the production of various [ ] throughout his years at [ ] He has a broad knowledge of all [ ] and is versatile in that he can [ ] with equal facility as he does the normal [ ] Subject was always willing to work nights and weekends to meet crash deadlines and we are genuinely sorry to lose this valuable member of the [ ] team.

DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE
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23 Apr 69

Chief/ [ ]

/s/ [ ]

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